

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Registry
79-0196

FROM: Director of Personnel
5 E 58, Hq.

EXTENSION

NO.

PERS 79-1210

DATE

15 JAN. 1979

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA
7 D 18, Hq.

2. DDA
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3.

4. D/Pers
5 E 58, Hq.

5. C/BSD
5 E 58, Hq.

6.

7. RCB
5 D 49, Hq.

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Request your review and approval to publish the attached Employee Bulletin regarding 1978 Income Tax Forms.

04M-1

STAT

F. W. M. Janney

APPROVED:

DDA

DISAPPROVED:

DDA

DATE:

16 JAN 1979

7. For publication

Distribution:

- 0 - DDA/RCB - for publication
- 1 - D/Pers
- 2 - DDA
- 1 - BSD
- 1 - PAB

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79-0196

INCOME TAX INFORMATION AND FORMS

1. As a convenience to Agency employees, income tax forms will be available on 1 February in the Supply Room, GJ26, Headquarters Building. In view of the limited number of forms available, it is requested that personnel take only those forms needed.

2. Employees requiring assistance with tax problems that may be influenced by the unique nature of their Agency employment should consult the Office of General Counsel for advice or possible referral elsewhere for answers to questions. General tax information may be obtained by calling the following tax offices:

Federal	557-9230
District of Columbia	727-6150
Maryland	277-1240
Virginia	558-2312

DISTRIBUTION: ALL EMPLOYEES